

Notice of Intent to Qualify for the Maryland Job Creation Tax Credit

The following is a sample letter which satisfies the statutory requirement that a business declare its intent to use the job creation tax credit prior to hiring qualified workers to fill qualified positions. A Declaration of Intent letter is not required if an application has already been submitted to the Department of Commerce. If an application has been received, the date it is received will be the date of intent. This letter should be sent to:

Mark Vulcan, Program Manager, Tax Incentives
Department of Commerce
401 East Pratt Street, Suite 1760
Baltimore, MD 21202
Attn: Job Creation Tax Credit
Phone: (410) 767-6438 Fax: (410) 333-6931
Email: Mark.Vulcan@Maryland.gov

Sample Text (To be printed on Company's Letterhead)

[Company Name] would like to notify the Department of Commerce of its intent to qualify for the Maryland Job Creation Tax Credit. It is our intent to **[establish or expand]** a **[type of facility]** which will be located in **[Municipality and/ or County]**, Maryland. It is the company's plan to hire at least **[##]** full-time employees at the facility during the years **20** through **20**. We currently have existing employees in Maryland.

It is our understanding that the Job Creation Tax Credit is available for employees hired to fill newly created, full-time permanent positions at the qualifying facility on or after the date the company declared its intent to use the tax credit, *provided the company meets the requirements for final certification.*

Sincerely yours,

[Signature]
Title